

CITY OF GAHANNA

JOB DESCRIPTION

Job Title: Water Resources Intern	Job Code:
Department: Water Resources/Service Department	Salary Range: \$9.00 - \$10.00/hr
Location: Gahanna City Hall	FLSA/Civil Service: Non exempt/Non CS
Revised New X	Effective Date: January 2005

A. **BASIC FUNCTION** :The Water Resources Intern will provide support to the Water Resources Engineer on complex projects involving utility related functions and general office work by working approximately 20 hours/week between the hours of 8:00 am and 5:00 pm.

B. **PRIMARY JOB DUTIES & RESPONSIBILITIES** (List in order of importance. *Indicate essential duties and responsibilities with an **asterisk**.* Show percentage of time. Time and importance may not necessarily correspond.):

DUTIES & RESPONSIBILITIES	%
<ol style="list-style-type: none">1. Assists Water Resources Engineer with research projects; compiling complex information and analyzing data; coordinating services and programs; preparing official documents and reports; maintaining records and files; and maintaining databases;2. Performs general office work; organizes files; drafts and mails form letters;3. Assists with projects, presentations, reports, graphs, charts, and forms utilizing Microsoft Office Suite;4. Performs field work by conducting site assessments; assists with projects related to civil engineering and specific utility related functions;5. Performs related tasks as required.	

C. **MINIMUM QUALIFICATIONS** (Education, experience, certification, training, & specific skills to fulfill the essential duties and responsibilities of the job):

- Comprehensive and proven knowledge of office terminology, procedures and equipment and of business English, spelling and arithmetic;
- Proven abilities with Microsoft Office Suite;
- Proven ability to speak and write effectively both orally and in written form (including electronically);
- Proven ability to follow complex written and oral directions;
- Knowledge of the operations of local government a plus;
- Proven ability to establish and maintain effective working relationships with city officials, business executives, government officials, other employees, and the general public;
- Proven ability to maintain records and prepare reports from such records;
- Minimum of a High School Diploma or equivalent and currently enrolled in college level courses with an accredited institution for Civil Engineering or a related function.

D. **EQUIPMENT AND WORK AIDS USED** (Subject to reasonable accommodation):

Equipment/Work Aid	Percent of Time	Experience
Desktop and/or laptop computer along with all related equipment (including Microsoft Office Suite software) Standard telephone with voicemail capability Fax, copier, and printers		Proficient Average Average

E. **ESSENTIAL REQUIREMENTS OF POSITION:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, assembly or fabrication of parts at or within arms length, operation of machines, determining the accuracy and thoroughness of work, and observing general surrounding and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, and atmospheric conditions.

F. **ACCOUNTABILITY/IMPACT:** Due to the nature of the position, there is a moderate degree of accountability with this position. Errors in judgment will be addressed by the Water Resources Engineer.

G. **JOB CONTACTS:** This individual will have regular contact with Service Department employees, Engineering Department employees, other local agencies and outside contractors.

H. **SUPERVISION RECEIVED:** This position will receive regular supervision.

I. **SUPERVISORY RESPONSIBILITY** (If applicable): # Supervise Directly: 0 Indirectly: 0

Prepared by:	Date:
Approvals: Supervisor/Manager:	Date:
Director:	Date:
Human Resources:	Date:
I understand the above job description details my current job functions and responsibilities: <hr/> Employee Signature	Date: